

MBCC Online Subgrant Application System

How do I?

1) How do I get started with the application?

- a) Read the RFP and the Subgrant guidelines.
- b) Register for using online application (If you have already registered please do not re-register).
- c) Wait for activation of your account by MBCC. When you will be activated you will be notified by an email, which usually takes five business days.
- d) Print instruction and start using the online application by following the instructions.

2) How do I retrieve my password if I forget my password?

Please go to the application on the login screen. Click the Forgot Password button. Your password would be emailed to your email account you provided when you registered.

3) Can I leave in the middle of an application?

Yes, you can leave in the middle of the application. You need to make sure that you save the current page before logging off. It is important to note that your work will be saved up to the point when you log off the application. When you relogin back again, you can start proceeding with the application process where you left off.

4) If I leave the application without logging off will I be timed out?

The application idle inactive time is two hours. This means you can leave the application at any time without logging off and can get back to work on the application as long as two hours do not pass as idle time.

5) If I have finalized my application and still need to modify my documents how do I do that?

The Print Draft button is provided to help you scrutinize the draft pdf document. You can use this feature to correct if there are errors in data entry. Hence, it is expected that the finalized document would be 'final' pdf document generated. Normally, we do not allow changes once an application is finalized. However, there may be situations where changes that are required are beyond our control. Only in those situations we can unlock the application for you to modify the application and refinalize.

- 6) What paper attachments I need to send to MBCC when I complete an online application?

It is imperative to make a printout of the signature page out of the finalized Adobe PDF document. This page needs to be signed and mailed to MBCC. However different RPFs have different requirements with regard to paper attachments that need to be sent to MBCC. Please read the RPF for sending paper attachments to MBCC when you complete your application.